



**Kingsbury Community Centre
The Recreation Ground
Thorney Road
Kingsbury Episcopi
Martock TA12 6BG**

THANK YOU FOR CHOOSING KINGSBURY COMMUNITY CENTRE

To ensure your party runs smoothly, please remember the following:

- Smoking/vaping is not permitted inside the premises or outside in the front main entrance area – **smoking/vaping is restricted to the patio area only**
- Please note the fire exits and fire extinguisher points before your guests arrive
- Please use the permanent hooks on the wall for hanging decorations – **all other fixings are not permitted on the walls under any circumstances**
- Free wi-fi is provided. In your settings select “Kingsbury Community Centre free”, scroll down and accept “terms and conditions”
- If you are using tables and chairs, please return them to their correct storage places as found
- Please bring your own tea towels if required – washing up liquid, dish cloths and blue roll are provided
- Please deal with any breakages/spillages immediately to ensure the safety of your guests
- A variety of brushes, mop & bucket and a vacuum cleaner are stored in the Comms Room to the left of the stage. Please note the colour coded equipment and use appropriately
- Please clean the hall and kitchen after use to the standard you found it. This includes emptying bins, removing all decorations, brushing and mopping spillages
- **ALL RUBBISH AND FOOD WASTE MUST BE REMOVED BY THE HIRER AND TAKEN HOME**
- If a member of the Community Centre is not in attendance during your hire, please ensure all doors and windows are closed and all lighting and equipment has been switched off before you leave
- If you have been given a key (weddings only) please return the key before leaving the premises at the end of your hire
- If you have any concerns during your hire, please refer them to a member of the Community Centre team (who will be wearing staff shirts) if in attendance or call 07827 614060
- Please note the Community Centre has CCTV in operation, inside and out, at all times
- **Daytime parking for parties and events is to the rear of the building via the service road to the left of the building**
- If the bar is not used for your party, please note the emergency contact numbers –

Steve Pearce	07970 928663
Joe Arkell	07484 113702
Pete or Collette Arkell	07774 213032

- Please remember Committee Members and Bar Staff are volunteers, generously giving their own time

We hope you and your guests have an enjoyable time whilst using the Centre and its facilities

Free WiFi: search ‘Kingsbury Community Centre Free’ scroll down, accept terms and conditions